

INSTRUCTION NO.  
LI 70-4

LI 70-4  
RECORDS & CORRESPONDENCE  
30 November 1962

*Revised - June 68*

SUBJECT: Correspondence Control Procedure

REFERENCES: (a) ~~LI 110-3~~, Preparation & Processing of Dispatches  
(b) LI 90-~~2~~-2, ~~Routing & Follow-up of Cables~~ *Processing of Cables*  
(c) LI 70-3, Correspondence  
(d) LI 10-~~210-1~~, Procedure for the Preparation & Handling of Top Secret Material

25X1C

RESCISSION: LI 43-200-2 dated 14 November 1955

### 1. GENERAL

This instruction provides for a continuing system of correspondence control and logging for the Office of Logistics through use of Form No. 238, Document Control, hereafter referred to as "Control Ticket."

### 2. DEFINITION

For the purpose of this instruction, correspondence is intended to mean memoranda, letters, cables, dispatches, reports, and such other official documents as may require logging and control.

### 3. SCOPE

- a. All correspondence received from outside the Office of Logistics (other than as excepted in paragraph 4a.) will be received by or referred to the Records and Services Branch, ~~Administrative Staff~~, for recording and/or routing.  
*(Logistics Registry)*
- b. Divisions and staffs will continue the control of incoming documents within their respective components by use of copies of Form No. 238, and will prepare Form No. 238 for outgoing correspondence.
- c. Interdivision and staff correspondence will bear "Control Tickets" and will be routed through the Records and Services Branch for assignment of control numbers.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 70-4

LI 70-4  
RECORDS & CORRESPONDENCE  
30 November 1962

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- d. Correspondence prepared and signed at branch or division level for transmission outside the office will bear "Control Tickets" or will otherwise be logged to comply with   which requires logging at the initial point of receipt in an office or the final point of dispatch when leaving the office.
- e. All material bearing "Control Tickets" routed between divisions or staffs will move through the ~~Records and Services Branch~~ <sup>249-80</sup>, and material routed between branches will move through the division/staff control point.
- f. Unnecessary and duplicate logging will be avoided whenever possible. No other logs will be maintained on material bearing "Control Tickets," except as prescribed in the Top Secret Control Procedure.

4. EXCEPTIONS

- a. Enclosure 1 is a list of specific types of correspondence which are excepted from the Form No. 238 control by reason of the nature of the material, or the fact that other posting, numbering, or recording serve as adequate record and control.
- b. The exceptions listed do not apply if material is accompanied by memoranda requiring special attention or action.
- c. Any exceptions other than listed above will be approved by the Area Records Officer.

5. PROCEDURE

- a. Enclosure 2 illustrates the flow of copies of "Control Tickets," and the blocks or spaces of the specimen form are numbered 1 through 14 with the following specific instructions for preparation of the respective blocks as numbered:
  - (1) Blank - This space is reserved for use of the originating division or component as a sequence of numbers for outgoing correspondence prior to assignment of the Office of Logistics control number in space (4). Use of this space is optional.
  - (2) Sec. Class. - Insert the security classification of the document. The "Control Ticket" will be protected as though bearing the classification of the document.

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ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 70-4

LI 70-4  
RECORDS & CORRESPONDENCE  
30 November 1962

- (3) Origin - Enter organizational symbol of the originating component, including division, staff, branch, etc. Example: ~~OL/DB/OPB/IRB~~  
*OL/50/CD/FTB*
- Logistics Registry* (4) Control No. - This space is reserved for use of the ~~Records and Services Branch~~. The number assigned will indicate the office, the calendar year, and the document control number. Example: OL ~~4~~ 4694.
- (5) Date of Doc. - This space is for the actual date of the document. If the date of the document is to be inserted at a later time, this space must be left blank. If it is desired to indicate the date the material is typed, this may be added in the blank space above "Date of Doc".
- (6) Date Rec'd. - This indicates the date initially received in the Office of Logistics, ~~Administrative Staff~~, Records and Services Branch.  
*EXECUTIVE OFFICE*
- (7) Date Out - This space is not used in the Office of Logistics control system.
- (8) Suspense Date - This space is used to indicate the suspense date assigned by the ~~Records and Services Branch~~, if appropriate.  
*LOGISTICS REGISTRY AND/OR THE DIVISION or STAFF*
- (9) Cross Reference or Point of Filing - This space may be used for cross referencing to other correspondence, cable or dispatch number, and for indicating component where filed, or identification of subject or project where filed.
- (10) To:, From:, Subject - Insert addressee, signer of document (this is not necessarily the originator), and the subject as it appears on the document. Any additional information that may be helpful in identifying the document can be placed in this space.
- (11) Routing - Date Sent - Insert only the organization symbol of the first channel or routing of the correspondence. Each recipient will insert the next successive channel or routing. ~~The Records and Services Branch (Registry or Mail Room)~~ need not be shown on routing unless a document is assigned there for action other than recording and transmitting. "Date Sent" is to indicate date out to the point of routing.  
*OL/Reg*
- (12) Courier No. - This space may be used for recording the number of the courier's receipt when dispatched outside the office.

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 70-4

LI 70-4  
RECORDS & CORRESPONDENCE  
30 November 1962

- (13) Answered - When appropriate, insert here the date reply was prepared, and dispatch or cable number of reply if applicable. (See paragraph b below for procedure on replies to documents bearing a correspondence control number.)
- (14) No Reply - The component to which charged will indicate by initials on the No. 1 copy of Form No. 238 when no reply to the document is required. This will enable the ~~Records and Services Branch~~ *Registy* to relieve suspense and file the "Control Ticket" as a completed action.
- b. Replies to documents which bear a correspondence control number will not be assigned a different number; nor is it necessary to prepare an additional set of "Control Tickets" if space permits all necessary entries. The letter "A" to indicate "answer" will be added to the existing number and inserted opposite the first routing applicable to the answer. When sufficient copies of the "Control Ticket" are not available or the subject has been supplemented, an additional set of "Control Tickets" may be prepared bearing the original control number plus the letter "A". Example: OL 4,0001-A (See Enclosure 3.)
- c. When copies 4, 5, and 6 have been detached and additional copies are needed, a second series of "Control Tickets" will be made duplicating the information (minus the routing) on the first series, and adding "2nd. series" to the number indicated in space (4). The routing will be a continuation of the first series.
- d. The No. 1 copy of the "Control Ticket" will remain attached (not stapled) to the upper left corner of documents until dispatched outside the Office of Logistics or filed. When such action is completed, the No. 1 copy will be promptly forwarded to the ~~Records and Services Branch~~ *Registy* to complete the record. The component to which last charged is responsible for the document until relieved of responsibility by routing through the division or office control point for charging to another component. When documents are hand-carried by operating personnel to points outside the Office of Logistics, the appropriate control point will make notation in space (11) as to the component to which delivered, the date of delivery, and the name of the person hand-carrying the document.
- e. Division, staff, and branch copies of the "Control Ticket" may be filed numerically (which is also chronologically), by source, or by subject as best fits the needs of the component.

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.

LI 70-4

LI 70-4

RECORDS & CORRESPONDENCE

30 November 1962

6. Referenced instructions specifically covering cables, dispatches, and Top Secret material shall be adhered to and the provisions of this instruction are not intended to conflict therewith.

FOR THE DIRECTOR OF LOGISTICS:

STATINTL

Chief, Administrative Staff, OL

3 Enclosures:

As stated above

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OL/AS/R&SB: [ ] mel

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ENCLOSURE 1

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LI 70-4

RECORDS & CORRESPONDENCE

30 November 1962

TYPES OF DOCUMENTS EXCEPTED FROM THE FORM 238 CONTROL PROCEDURE

1. Requisitions
2. Purchase Orders and Vouchers
3. Contracts and Leases (except as indicated in paragraph 4b)
4. Requests for Bids, Bids and Awards
5. Shipping Documents and Requests for Shipment
6. Travel Orders, Vouchers, and Requests for Advances
7. Invoices, Bills, and Bills of Lading
8. Personnel Action Change Forms, Fitness Reports, and Career Membership Applications
9. Advice of Allotment Authorizations and Overtime Requests and Reports
10. Time and Attendance Reports
11. Agency and Office Regulations, Instructions, and Procedures
12. Catalogues, Brochures, and Library Material
13. Material dispatched or received <sup>by Staffs or Divisions</sup> through covert Post Office boxes
14. IBM Machine Run Tabulations
15. Correspondence with contractors, the Office of Security or other Agency components regarding clearances and related security matters as posted on individual security cards.
16. Public Building Service Work Orders

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